



MEETING MINUTES

MEETING: VCC Administration Board Meeting
LOCATION: VCC Board Room – 27519 108th Ave SE Kent, WA 98030
DATE: Friday, February 7, 2020

MEMBERS: Mayor Ralph, *City of Kent*
Mayor Backus, *City of Auburn*
Mayor Ekberg, *City of Tukwila*
Mayor Ferrell, *City of Federal Way*
Mayor Pavone, *City of Renton*
Chief Morris, Proxy for Chief Marshall, *Puget Sound Fire*
Chief Padilla, *City of Kent*
Chief Keller, *King County Medic One*

VISITORS: Chief Crossen, *South King Fire & Rescue*

VCC STAFF: Lora Ueland, *Executive Director*
Vonnie Mayer, *Deputy Director*
Kristin Meitzler, *Technical Services Manager*
Mary Sue Robey, *Administrative Services Manager*
Tracy Fitzgerald, *Administrative Services Assistant*
Dino Lamanna, *Project Administrator*
Hope Bourne, *Network Administrator*
Tony Toppino, *Information Security Officer*
Jeffrey Moline, *Public Records Specialist*
Cathleen Robertson, *COI*

Welcome and Introductions. Chairperson Mayor Ralph called the meeting to order at 1000 hours. Mayor Ralph welcomed the Fire, Police and EMS ex-officio and introductions were made around the room.

Administrative Services Manager Mary Sue Robey introduced VCC's new part time Records Specialist Jeffrey Moline.

Report from Chair. None.

Report from Any Member. None.



Report from Operations Board. In Chief Marshall's absence, Director Ueland reported the Ops Board meetings will be held every other month and will hold their next regular scheduled meeting on February 27, 2020.

Recognition.

Deputy Director Mayer presented service awards to Network Administrator Hope Bourne (15 years), Information Security Officer Tony Toppano (20 years) and COII Cathleen Robertson (30 years) in recognition of their dedicated and continuous service to Valley Com. She also acknowledged COI Karen Hanson for 15 years of service to Valley Com and COII CeCe McGuire who received Employee of the 4th Quarter 2019. Ms. Hanson and Ms. McGuire were unable to attend today's meeting.

Action Items. *Mayor Ekberg moved to approve the minutes of the December 1, 2019 meeting. Mayor Backus seconded. Motion approved.*

Report from Executive Director.

Director Ueland introduced the VCC Tree of Life. The Tree of Life was drawn by a former VCC employee and represents leaves for cardiac arrest saves and flower blossoms for baby births.

The Board listened to a recording of a call handled by COI Sarah Lawson involving a Federal Way kidnapping incident. Sarah handled this unusual call with professionalism and skill, as the Uber driver was not able to directly talk to her, leaving her to discern he was being held against his will on her own. Sarah was able to obtain the pertinent information from the Uber driver to dispatch police to the scene who quickly took the suspect into custody. Mayor Ferrell stated Sarah would be invited to attend a future city council meeting to be recognized for her good work.

National Public Safety Telecommunicator Week will be April 12th through the 18th. Mayor Ralph stated the City of Kent will issue a Proclamation in recognition of VCC and encouraged the other mayors to do the same.

PSERN Operator ILA. The Operator ILA will soon be sent to the cities for their legislative approval process. VCC Attorney Tom Brubaker has been working with each City Attorney and believes their concerns have been addressed. It was agreed a separate MOU would be signed by the VCC cities to provide the VCC Admin Board the authority to appoint their representative to the PSERN Operator Board of Directors.

Valley Com Workplan 2020.

VCC is currently working on the 2019 annual report content which will include the Strategic Plan update. Director Ueland acknowledged and thanked Deputy Director Vonnie Mayer for her work and dedication on leading the Strategic Plan effort.

Service Level Agreement Development.

Director Ueland hopes to have the SLA agreements between VCC and all agencies complete by end of year. The development process will begin soon and will be a collaborative process to



include chiefs and VCC labor groups. It is the intention to have specific agreements for each discipline that will be consistent for the agencies within that discipline.

VCC Formation Organization.

Director Ueland is starting the process of researching options to determine if VCC should restructure as a non-ILA entity. She will return to this Board with information at a future date.

Written Directive Report. There were no questions or concerns regarding the November Director's report included in the Administration Board meeting packet.

Call Volume Stats. There were no questions on the call volume stats provided in the packet.

Mayor Backus called Executive Session for the purposes of reviewing the performance of a public employee at 1051 hours for 10 minutes. At 1103, Mayor Ralph reconvened the regular meeting and with no further business, the meeting was adjourned. Mayor Ralph stated the next regular scheduled meeting is March 6th, 2020. The meeting was adjourned at 1104 hours.

Respectfully submitted,



Tracy Fitzgerald, Administrative Services Assistant

